

Maple Lake City Council Special Regular Meeting

January 3, 2024 minutes

Call to Order

The meeting was called to order at 6:00 p.m. by Mayor Lynn Kissock.

Pledge of Allegiance

Roll Call

Council Members Present: John Haack, Wayne Paumen, Scott Chantland, Lori Hausken and Lynn Kissock.

Absent: none

Others Present: Nathaniel Martin, Renee Eckerly, City Administrator; Sam Ketchum, City Attorney, Kennedy & Graven; Jamison Quast, Cable Commission.

Agenda Approval

The agenda was discussed and amendments made to move the December 19, 2023 City Council meeting minutes to new business and strike the Council's special meetings on August 29, 2023 and September 21, 2023 as they were not prepared. Additionally, the paid invoice report was clarified with changes noted.

"Motion by Chantland and seconded by Paumen to amend the agenda to accommodate the amendments noted." The motion was passed unanimously.

Open Forum

No members of the public spoke during the Open Forum section of the meeting.

Consent Agenda

The consent agenda was approved, including:

a. the minutes for the Special Council meeting on June 27, 2023 and the Joint Council & Airport Commission meeting on August 3, 2023

b. the Paid Invoice Report (emailed) and the Check Register from December 1, 2023 through December 29, 2023 in the amount of \$1,090,755.08

e. Resolution 2024-02 Accepting donation from Maple Lake Ice Fishing Derby Inc for \$1,000 and Col Stephen John Berg and Barbara Berg for \$500.00 for rescue boat and equipment

f. Hosted Software and Services Agreement Between H2O Analytics Corp and the City of Maple Lake.

"Motion by Kissock and seconded by Chantland to approve the consent agenda." The motion was passed unanimously.

Items c. Approval of city mileage rate at \$.67 cents per mile effective January 1, 2024, and d. Approval quote from Carlsons' Wholesale Green houses in the estimated amount of \$905.40 (\$45.30ea) for 18 hanging flower baskets for downtown were moved to New Business

Administrative Report

Renee Eckerly, City Administrator provided a thorough administrative report detailing various city projects, updates on the preparation for the 2023 audit, and discussions with the Mary Tietjen, Kennedy & Graven regarding ESST and updating Personnel handbook. She reported on a minor subdivision matter, floodplain ordinance updates, and the gearing up for the 2024 elections.

Resolution 2024-01 Declaring St. Patrick's Day Celebration as a City Festival

The Council passed a resolution proclaiming the St. Patrick's Day celebration as a city festival, recognizing its historical significance and continued tradition.

"Motion by Kissock and seconded by Hausken to approve Resolution 2024-01 Declaring St Patrick's Day celebration as a city festival." The motion was passed unanimously.

Discuss Participation in St Patrick's Day Parade and Can Coolies Purchase

The Council discussed participating in the parade and the purchase of can coolies for the event. It was resolved to register for participation and proceed with the can coolies transaction.

Approve Attendance at Various Events for 2024

The Council approved the attendance of various events, including the Elected Leaders institute, City Day on the Hill, and other conferences.

"Motion by Haack and seconded by Paumen to approve attendance (registration, mileage, usual expenses, and per diem) at the 2024 Elected Leaders Institute-Advanced Program, City Day on Hill, Annual Conference, Safety & Loss Control Workshops, Regional meetings, Mayor's

Conference, and Municipal Clerks & Finance Officers Association of MN Clerks Conference." The motion was passed unanimously.

2024 Committees and Appointments (Excluding EDA)

The Council discussed and affirmed the appointment of members to various committees for 2024, excluding EDA, which will require further discussion.

"Motion by Kissock and seconded by Hausken to approve the 2024 committees and appointments with the exception of the EDA." The motion was passed unanimously.

2024 Meeting Schedule

The meeting schedule for 2024 was reviewed and amended to shift the meetings that overlapped with election days. The March 5th meeting was moved to March 4th, and the November 5th meeting to November 13th, 2024.

"Motion by Kissock and seconded by Chantland to approve the 2024 meeting schedule with amendments." The motion passed unanimously.

Discuss Draft Ordinance 2024-01 Regarding Water Meters

A draft amendment to the city code concerning water meter access was brought up for discussion. The draft proposes penalties for residents blocking access to water meters. A surcharge of \$300 per month was debated as incentive for compliance. The draft ordinance 2024-01 must be posted for a ten-day review and brought back to the next council meeting for final action.

Approve Revised Maple Lake Personnel Policy and Procedures Manual

The Council went over the revised personnel policy which included updates on earned sick and safe time and definitions of cannabinoid products, and clarified holiday pay procedures to reflect actual staff working hours.

"Motion by Paumen and seconded by Chantland to approve the revised Personnel Policies and Procedures manual as presented." The motion passed unanimously.

Policy for Conducting Regular City Council Meetings

There was a discussion led by Hausken about ensuring the clarity of the process for the public to request items to be included on the council agenda via the city office.

Committee Reports

An update on the Chamber Meeting was provided earlier in the meeting by Renee Eckerly, City Administrator including various announcements relevant to the city.

Announcements and Dates to Remember

A letter was received from Federal Emergency Management Agency regarding final flood hazard determination.

Highway 55 Corridor Coalition meeting minutes from December 8, 2023

City Day on the Hill, March 7, 2023

2023 Building Permit report

Renee Eckerly, City Administrator announced the cancellation of the January Planning Commission meeting and provided other dates relevant to upcoming city events. She also highlighted the final flood hazard determination and the efforts to update the ordinance through FEMA's requirements.

January 2024 date to remember:

Special City Council Workshop - Draft Rental Dwelling Ordinance, January 10, 2024 at 6:00 p.m.

City hall closed for Martin Luther King Jr day, January 15, 2024

City Council meeting, January 16, 2024 at 6:00 p.m.

Maple Lake Library Board meeting, January 17, 2024 at 5:30 p.m.

School Liaison Safe School Committee meeting, January 24, 2024 at 3:15 p.m.

The meeting was adjourned by motion by Haack and seconded by Paumen upon agreement from the council at 7:55 p.m.

Attest,

Renee Eckerly

City Administrator